

S-E-C-R-E-T

INSTRUCTION NO.

LI 1-3

LI 1-3  
ORGANIZATION  
Date

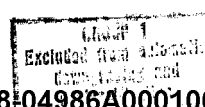
SUBJECT: Mission and Functions - Personnel and Training Staff

1. MISSION

Provide personnel support to the Logistics Career Service and develop, recommend, coordinate, implement, and administer an effective personnel management program within the Office of Logistics (OL).

2. FUNCTIONS

- a. Serve in a staff advisory capacity to the Director of Logistics in planning the selection, assignment, utilization, career development, training, evaluation, rotation, and advancement of personnel to meet present and projected logistics support personnel requirements in Headquarters and the field.
- b. Develop, recommend, and implement internal Office of Logistics personnel policies, practices, and procedures, and provide staff assistance and guidance to OL Staff and Division Chiefs, supervisors, and employees regarding personnel and training matters.
- c. Plan and operate a rotation program designed to provide for the planned rotation and replacement of personnel engaged in logistics support, both domestic and foreign.
- d. Screen the qualifications of all applicants or Agency employees referred as candidates for appointment or assignment to ~~Office of Logistics~~ or SL positions, and reject or make appropriate recommendations regarding their employment or assignment.
- e. Advise Staff and Division Chiefs and assist OL supervisors with regard to handling of formal disciplinary actions and recommendations for eliminating from the Logistics Career Service those personnel who fail to perform in a satisfactory manner.
- f. Participate in a staff advisory capacity in connection with organization and personnel staffing plans of OL components; conduct research and make statistical and analytical studies, surveys, and analyses pertinent to personnel management within ~~the Office of Logistics~~ OL.
- g. Compile estimates of projected OL personnel staffing requirements for inclusion, as required, in Office of Personnel recruitment plans and for use by ~~OL~~ Budget and Fiscal Branch, in preparing budget estimates for personal services.

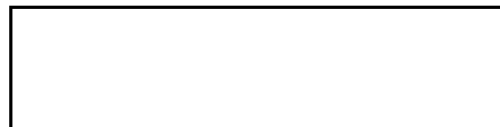


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- h. Coordinate <sup>and</sup> monitor the preparation of all personnel actions and other personnel documents; maintain status control of central OL Personnel Ceiling, Staffing Complement, Career Service Staffing Authorization, on-duty strength, present and prospective OL employee, statistical, and other supporting records required in connection with the Office of OL Logistics personnel, training, and ~~Logistics~~ Career Service activities.
- i. Develop training needs and requirements of the Logistics Career Service and direct the formulation of Logistics training programs and, in collaboration with the Office of Training, organize and conduct special training courses for Logistics Career Service personnel.
- j. Assist SL personnel in selection of employee training courses; counsel SL employees toward self-improvement by encouraging their participation in available educational programs during nonwork hours.
- k. Implement the retirement programs, <sup>both Civil Service Commission and CIA,</sup> ~~as they~~ as they pertain to SL designees; counsel employees; and maintain records applicable thereto.
- l. Conduct orientation for new employees, placement followup, and preexit interviews with SL employees; report employee emergencies and on-the-job injuries; provide personnel counselling services to OL employees.
- m. Maintain liaison with the Office of Personnel, Office of Training, and other Agency components relative to all phases of personnel management, administration, and training.



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*Director of Logistics*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

LI 1-3

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO

*SPW W*

2.

DD/L

*2/5 2/5 JEB*

3.

D/L

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4.

OL/Registry

5.

6.

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8.

9.

10.

11.

12.

13.

14.

15.

This will be dated after signature.